



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Wayne Strumpher, Acting California Corporations Commissioner

Sunne Wright-McPeak, Agency Secretary

Release Date: May 5, 2006

CLASSIFICATION: LEGAL ASSISTANT
1 Position – Permanent-Full Time, Sacramento

FINAL FILING DATE: May 19, 2006 or UNTIL FILLED

SALARY: \$3164-\$3846 per month

POSITION LOCATION: Office of Law and Legislation, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the general supervision of the Deputy Commissioner, Office of Law and Legislation (OLL), the incumbent is responsible for tracking, processing and reporting a variety of legal assignments including: Office of Administrative Hearing (OAH) decisions; interpretive opinions, internal opinions and specific rulings; public records requests; subpoenas, service of process and other similar requests; general counsel assignments such as contracting and budget issues; litigation and other pending assignments; and legislative and other related projects. The Legal Assistant also performs other clerical support duties.

DESIRABLE QUALIFICATIONS

- ◆ Proficiency on personal computers utilizing Microsoft Word, Excel, etc.
- ◆ Knowledgeable of technical legal terms and various legal forms and documents and their processing.
- ◆ Communicate effectively.
- ◆ Understand and carry out directions following a minimum of explanation.
- ◆ Dependable, loyal, punctual, tactful, poised.
- ◆ Ability to adjust to shifting priorities and workload. [During the legislative season (March-September), the already active typing requirements becomes heavy and fast-paced.]
- ◆ Ability to take initiative, be a self-starter, work independently, and interested in assuming non-routine tasks.
- ◆ Ability to establish and maintain effective working relationships.

WHO MAY APPLY – State employees who are currently at the Legal Assistant level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks), and employees with Surplus or SROA status in this classification are encouraged to apply. For further technical information regarding the position, please contact Tim LeBas at (916) 322-3977 or CALNET 8-492-3977. **SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate RPA# 05-OLL under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (RPA#05-OLL)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA# 05-OLL ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED,
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR
SEXUAL ORIENTATION.